

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

<b>DEPARTMENT OF HOMELAND SECURITY</b>
<b>(1) FEDERAL ADVISORY COMMITTEE NAME</b> <i>State the legal name of the FAC</i>
<b>HOGANSAC Houston-Galveston Navigation Safety Advisory Committee</b>
<b>(2) AUTHORITY</b> <i>Identify the authority for establishing the FAC</i>
<b>The Houston/Galveston Navigation Safety Advisory committee (HOGANSAC) was established in section 18 of the Coast Guard Authorization Act of 1991, Public Law 102-241, as amended by section 621 of the Coast Guard Authorization Act of 2010, Public Law 111-281.</b>
<b>(3) MISSION/FUNCTION</b> <i>Describe the mission/function of the FAC</i>
<b>HOGANSAC provides advice and recommendations to the Commandant of the U. S. Coast Guard on matters relating to the safe transit of vessels, people and products through Galveston Bay, and to and from the Ports of Galveston, Houston, Texas City, and Freeport.</b>
<b>(4) POINTS OF VIEW</b> <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider indentifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
<p><b>HOGANSAC consists of 19 members appointed by and serving at the pleasure of the Secretary of Homeland Security upon recommendation by the Commandant. Each member has particular expertise, knowledge, and experience regarding the transportation, equipment, and techniques that are used to ship cargo and to navigate vessels in the inshore and offshore waters of the Gulf of Mexico. Because the members' recommendations will affect all local industries, with potential state and government ramifications due to energy reserves and prices, USCG will strive to develop a committee membership that represents views from all areas of the maritime industry. Specific areas represented are as follows:</b></p> <ul style="list-style-type: none"> <li><b>* Two members employed by the Port of Houston Authority or selected by that entity to represent them.</b></li> <li><b>* Two members employed by the Port of Galveston or the Texas City Port Complex or selected by those entities to represent them.</b></li> <li><b>* Two members from organizations that represent ship owners, stevedores, shipyards, or shipping organizations domiciled in the State of Texas.</b></li> <li><b>* Two members who represent organizations that operate tugs or barges which use the port facilities at Galveston, Houston, and Texas City.</b></li> <li><b>* Two members, who represent shipping companies that transport cargo from the Ports of Galveston and Houston on liners, break bulk, or tramp steamer vessels.</b></li> <li><b>* Two members who pilot or command vessels that use the Ports of Galveston/Texas City and Houston.</b></li> </ul>

- \* Two at-large members who may represent a particular interest group but who use the port facilities at Galveston, Houston, and Texas City.
- \* One member from labor organizations that load and unload cargo at the Ports of Galveston and Houston.
- \* One member who represents licensed merchant mariners other than pilots, who perform shipboard duties on vessels that use the port facilities of Galveston and Houston.
- \* One member who represents environmental interests.
- \* One member who represents the general public, appointed as an SGE or representative.  
(Successful candidates for the general public category will be required to complete a Confidential Financial Disclosure Report.)
- \* One member representing recreational boating interests.

#### **(5) OTHER BALANCE FACTORS**

*List any other factors your agency identifies as important in achieving a balanced FAC*

Members are also faced with challenging situations whereby they may have to make choices that benefit the overall maritime transportation system, yet not necessarily focus profit for the companies or interest group(s) they represent. In this case, an ethically sound person with good morals and values are paramount in selection of candidates to sit on the Committee.

#### **(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process
- (b) identify the agency key staff involved (by position, not name)
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and
- (d) state the membership term limit of FAC members, if applicable

**(A) Positions are advertised through various maritime websites when current terms are nearly completed or if seats become vacant. Industry representatives or Committee members can identify potential candidates based on best qualified criteria; however, those interested must come forth with resumes and biographies and request to be a nominee for positions of interest. These persons are then selected based on input provided to the Captain of the Port by industry representatives on their awareness, interactions, competencies and internal relationships at the operational level, as well as possessing overall credibility in the maritime industry within the geographic area.**

**(B) DFO and CFO determine primary and alternate candidates who best can serve the position based on expertise. Nominees are submitted through the Sponsor to the USCG FACA office and subsequently to DHS legal and the Secretary for vetting and final selection.**

**(C) Vacancies will either be filled by alternates previously vetted on the list or left unfilled until a replacement can be identified and sent through the approval process.**

**(D) Membership terms are two years. No member is allowed to serve more than three consecutive terms within the same position.**

#### **(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

**Subcommittees require a special knowledge pertinent to that particular maritime field. Because of that reason alone, only a select group of individuals can qualify to sit as oversight on that subcommittee. Example: Navigation/Operations Subcommittee - Only persons with experience as**

**Ship Navigators, Pilots, Masters or port operations specialists will have the ability to articulate issues with accuracy and insight to the fullest range that will be discussed at those meetings.**

**(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

**Balance of represented areas was predetermined when the Charter was written to ensure all interest groups were represented. As of late, it was identified one particular group (Commercial Fishing) and one geographical area (Freeport) had grown to the point of it becoming necessary to add seats to compensate and fully represent those growing entities. A Legislative Change Proposal is in the process to make those additions.**

**(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

**Prepared on March 8<sup>th</sup>, 2011.**